

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

NOTICE OF POSITION VACANCY

POSITION: TECHNICAL SYSTEMS COORDINATOR

LOCATION: SACRAMENTO, CA

CLOSING DATE: Open Until Filled

NUMBER OF POSITIONS: 1

POSTION SUMMARY

Facilitates installation of Electronic Practice Management (EPM) and Electronic Health Record (EHR) systems at CRIHB member health programs. Coordinates EPM and EHR software upgrades and related activities with CRIHB Health Systems Development team members, and Information Technology staff at Indian health program clinics. Selects, installs and tests hardware and electronic connectivity for new installations and interfaces, and troubleshoots problems. Schedules, monitors and coordinates EPM and EHR installation and implementation activities collaborating with EHR Project Manager. Assists in development of reports to funding agencies within required guidelines.

PRIMARY RESPONSIBILITIES

Coordinates the scheduling, delivery, testing and implementation steps of EPM and EHR hardware and software installation. Identifies user requirements, assumptions, time restraints, systems performance issues and criteria for project success. Coordinates activities with CRIHB HSD team, other CRIHB staff, and health program sites. Assists clinic site staff with EPM and EHR software applications and consultation within assigned area of expertise. Documents progress and resolution of clinic site implementation issues. Monitors implementation timeline and reports issues having a major impact. Assist management in the day-to-day problem solving and oversight of assigned tasks, ensuring project schedules are being followed. Assist in the evaluation of project plans for hardware to ensure that all tasks are identified, manageable, properly resourced with appropriate skilled resources, and given the appropriate amount of time to be completed as planned. Prepares and delivers project presentations and training. Works independently under general direction of supervisor. Observes HIPAA and system security requirements and regulations. Works with vendors to affect successful interfaces. Assists clinics with disaster recovery policies and testing. Develops hot-swappable technology for second site back up. Develops CRIHB Help Desk function. Evaluates the utility of hosting NextGen products for small sites.

ADDITIONAL RESPONSIBILITIES

Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date. Position requires periodic over night travel within CRIHB's service area. Requires ability to drive up to 7 hours in a day.

QUALIFICATIONS

Bachelor's degree (preferably in Business Administration, Healthcare Administration or Computer Science) or equivalent experience. Minimum of three (3) years' work experience in a healthcare setting that resulted in an understanding of systems integration and a working knowledge of HL7. Two (2) to three (3) years of database experience, preferably SQL and Crystal Reports. Ability to communicate well orally and in writing. Strong interpersonal, organizational and troubleshooting skills. Experience in project planning and technical coordination as a leader of a subtask or of a major team project. Knowledge of healthcare IT application area(s) is desirable. Microsoft MSE Certification preferred. Experience working independently, customer focused, detail orientated with mission critical responsibility.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations consisting of numerous tribes with varied cultures which requires tact, courtesy, discretion, resourcefulness, and good judgement in handling functions in a sensitive manner.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473.) Applicants claiming Indian preference must submit verification of Indian Status certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Please mail, fax or e-mail resumes and applications with Indian preference documentation, if applicable, to:

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

Attn: Human Resources
4400 Auburn Blvd., 2nd Floor
Sacramento, CA 95841
(916) 929-7246 FAX
jobsatcrihb@ihs.gov E-mail

Applications available at www.crihb.org (jobs). Or call Human Resource Department at 800-274-4288